

CT VALLEY HOSPITAL
JOB OPPORTUNITY

Food Service Supervisor
ADMINISTRATIVE SUPPORT SERVICES DIVISION

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees

Location: CVH Dietary – Dutcher, Middletown, CT

Job Posting No: CV-24411

Hours: 1st shift: Sunday, Monday, Tuesday: 5:00 a.m. – 6:00 p.m. OR
Sunday – Thursday: 10:00 a.m. – 6:00 p.m.

Salary: \$36,542.00 Annually

Closing Date: August 4, 2013

The Food Service Supervisor would be responsible for Coordinating food service area workflow and determines priorities; schedules, assigns, oversees and reviews work; establishes and maintains food service area procedures; provides staff training and assistance; conducts or assists in conducting performance evaluations; acts as liaison with operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; keeps records; sets tables; prepares coffee, salads and dressings; serves meals; cleans dining room, furniture and equipment; counts and sorts table linen; washes dishes and silverware; monitors temperature of food; maintains adequate supplies and food in stock; requisitions food and supplies; may make recommendations on policies or standards; performs related duties as required.

Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status may apply for a lateral transfer.

General Experience: Two (2) years' experience in the preparation or serving of food on a large scale.

Physical Requirement: Incumbents in this class must possess adequate physical strength, stamina, physical agility and visual and auditory acuity and retain such physical fitness as to be able to perform the duties. Incumbents must be free from communicable diseases. A physical examination may be required.

Working Conditions: Incumbents in this class may be required to lift moderate weights; may be exposed to some risk of injury from kitchen equipment and from patients/clients

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions:

Due to the large number of applications received, it is extremely important to note the **Position Number (found on the posting)** on the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12)

To be considered for this position:

- 1 **DMHAS employees who are lateral/promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12).
- 2 **Candidates from other STATE AGENCIES:** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:

Deb Robinson, Human Resource Associate
Connecticut Valley Hospital – Human Resources
P. O. Box 351, Middletown, CT 06457
Fax : (860) 262-5055 Phone : (860) 262-5819
Email : Deborah.A.Robinson@ct.gov

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at www.ct.gov/dmhas/employmentopportunities

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers and strongly encourage the applications of women, minorities and persons with disabilities. NP-2